

# DEFINITIONS OF COMMON TERMS

**Program:** A program is the generic term for a degree for which a student may study. Programs consist of a collection of courses which form a coherent program of study.

**Courses:** Courses are subjects studied within a degree program. They are a direct unit of study for which academic results may be recorded.

**Faculty:** For academic purposes the University is separated into divisions. The main academic divisions related to teaching and research are called faculties. The University of Newcastle has five faculties.

**Schools:** Faculties are divided into schools, which are defined by disciplines. For example, the Faculty of Science and Information Technology has five schools.

**Electives:** Electives are non-compulsory course subjects offered within a program. Electives offer students the opportunity to broaden their learning experience by allowing access to subjects of their choice. Some programs offer access to electives from programs or faculties outside the degree of enrolment, ie. a student enrolled in a Bachelor of Fine Art might elect to undertake an elective in philosophy.

**Core electives:** Core electives are course subjects which can be chosen, and form a major component of study within a degree.

**Majors:** Majors are non-elective course subjects which form a key component of study within the degree.

**Honours:** Honours degrees are an additional qualification, usually of one years' duration in the field the student gained their undergraduate degree. For example: a student might study for a Bachelor of Arts degree, then continue on and study for an additional year and achieve a Bachelor of Arts [Honours] degree.

## **Problem-Based Learning (PBL):**

Problem-Based Learning or PBL was pioneered by the University of Newcastle some 25 years ago. Students apply their knowledge to solve problems they may encounter in a professional context and, in so doing, extend their experience beyond their text books. Elements of the work situation are brought into the classroom by the PBL approach. Students undertake a series of tasks that bring industry problems into the academic environment. The problems increase with complexity as the program progresses. The PBL approach is highly regarded by students and employers and has been adopted by both Australian and international institutions.

**Program areas taught by Problem-Based Learning (PBL):** The PBL method is used in medicine, nursing, building, architecture, law and engineering.

**Term:** Each academic year is divided into terms dependent upon how the courses are delivered. The academic year may be divided into either two semesters or three trimesters. Undergraduate programs are offered on a semester basis.

**Semester:** A semester is half of the academic year, ie. Feb – Jun / July – Nov. First semester is usually followed by the mid-year examinations, while second semester is followed by the end of year examinations. Each semester has a duration of 14 weeks, with a five-week break between each. There is also a two-week break within each semester.

**Trimester:** Trimesters separate the academic year into three, 12 week segments, ie. January – May / May – August / September – November. Trimesters only apply to postgraduate programs and postgraduate examinations are held at the end of each trimester. There is a break of three weeks between each 12-week trimester, which includes the exam period.

# APPLICATION PROCEDURE

Prospective international students interested in applying for admission to a University of Newcastle degree program can either apply directly to the University through International Admissions or through an official overseas representative (agent) of the University. Details of the University's official representatives (agents) are available at: [www.international.newcastle.edu.au/04enquiries.html](http://www.international.newcastle.edu.au/04enquiries.html) Detailed below are the six stages in the application process.

## **Stage 1 Applying for a place in a program**

Decide on the specific program(s) you wish to study and complete the application form included in this publication. Complete all relevant sections of the application form and attach certified copies of all academic transcripts and any other items you may wish to include.

Send the completed application form directly to International Admissions at the University or to an official representative of the University in your country.

## **Stage 2 Wait for a response**

Successful applicants will receive from International Admissions, an offer of a place which will provide information on the tuition fees, health insurance fees, the date of commencement of the program of study, accommodation and the refund policy. (If an application is unsuccessful, applicants will receive an explanatory letter.)

## **Stage 3 Payment of fees**

In order to accept the offer of a place in a program, you are required to pay a deposit in advance. The payment should be in the form of an international bank draft/cheque made payable to The University of Newcastle. Please write your full name on the back of the bank draft/cheque. The bank draft/cheque can either be sent directly to International Admissions at the University or may be given to an official representative (agent) of the University in your country.

Once payment has been received by the University, you will receive a Confirmation of Enrolment, which is required for completing your application for a student visa at the Australian Diplomatic Post in your country.

#### Stage 4

##### Applying for a student visa

In order to apply for a student visa at an Australian Diplomatic Post, you will need to obtain a student visa application form, either from the Australian Diplomatic Post or an official overseas representative of the University in your country.

You will need to complete all relevant sections of the student visa application form and attach and submit all relevant documentation and visa application fee. [www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)

#### Stage 5

##### Travelling to Australia and arranging accommodation in Newcastle or on the Central Coast (Ourimbah)

The University strongly suggests that you seek advice about booking an air ticket as soon as you receive your offer. Orientation week is one week prior to the commencement of semester/ trimester. You should organise your travel arrangements to ensure you attend.

Decide on the type of accommodation you wish to have in Newcastle or on the Central Coast. Information regarding the many types of available accommodation together with key contact details will be provided with your offer letter.

#### Stage 6

##### Arriving in Newcastle or at the Central Coast (Ourimbah)

When you arrive in Sydney, you will need to transfer (either by air, rail or bus) to Newcastle or Ourimbah, depending on where you will be studying. Information on how to transfer from Sydney to Newcastle or Ourimbah will be provided with your offer letter.

Once you have arrived, you should go to the International Student Support team on the Callaghan campus or the International Student Support Officer on the Ourimbah campus as soon as you can. Staff will be able to assist you with opening a bank account, advice on the Orientation Program and where you should go for your enrolment session.

All international students are expected to participate in the University's Orientation Program which occurs one week before classes begin. An Orientation Program for newly arrived international students has been specifically designed and includes information on enrolment, campus facilities and associations, public transport, shopping and recreational activities, a guide to either Newcastle or Ourimbah and the Central Coast (whichever is applicable) and social functions.

# POSTGRADUATE APPLICATION GUIDE

## 1. Course selection

Before completing the enclosed postgraduate application form you should visit the University website at: [www.international.newcastle.edu.au/03studyoptions/postgraduate.html](http://www.international.newcastle.edu.au/03studyoptions/postgraduate.html) and decide on your program of study.

When deciding on your program of study and commencement semester/trimester consider whether you may need to undertake English language tuition prior to commencement.

You can note your preferences for start dates and semesters/trimesters in section 2 of the application form.

## 2. Admission requirements

Assessment for admission to the University is based on your academic qualifications and English proficiency. For postgraduate study you usually require an undergraduate degree equivalent to an Australian Bachelor degree in a relevant discipline. However, for some business and IT courses relevant work experience and an academic qualification will also be considered.

## 3. English proficiency

A list of qualifications that meet the University's English proficiency requirements follow and a more comprehensive list can be found on the University website at: [www.international.newcastle.edu.au/03studyoptions/english\\_language.html](http://www.international.newcastle.edu.au/03studyoptions/english_language.html)

### Minimum Requirements

#### IELTS

International English Language Testing score of 6.5 or higher with no individual subtest score less than 6.0.

#### TOEFL

American Test of English as a Foreign Language (TOEFL) score of 550 or more (minimum score of 4.5 in the TWE) - paper based test. Computer based test requires a score of 213 or more (minimum score of 4.5 Essay Rating). Internet-based test (I-TOEFL) requires an overall score of 90, with no subset score below 20.

Research Higher Degree candidates need to score 232 or more in their Computer based test.

## Language of instruction

Two years of successful tertiary study in an overseas tertiary institution, in a non-English speaking country, where the medium of instruction is English; or successful completion of one year of full-time, or equivalent, higher education level study in an English speaking country. To be considered, this study must have been undertaken within the previous two years.

## 4. Completing the application form

When you have decided on your program of study complete the enclosed application form. Ensure that your personal details are clear. The Australian Government does require us to keep your home country address on file so make sure these details are included even if you are using an education agent. If you are applying through an agent all correspondence will be sent via your agent.

## 5. Certified documents

All academic transcripts and certificates of completion attached to your application should be certified as true copies of the original. If your documents are not in English we will need officially translated versions as well as certified copies in the original language. If you are submitting an IELTS result as evidence of English proficiency the University must sight your original Test Report Form before enrolment.

## 6. Relevant experience and employment

Provide a curriculum vitae detailing relevant experience and employment.

## 7. Letter of offer

### ▪ Unconditional offer

If you have provided all relevant certified documents, and met the University's academic and English proficiency requirements, the University will send you a letter of offer without any conditions for the next available session.

### ▪ Conditional offer

The University may send you a conditional offer if you have not provided certified documents or evidence of English proficiency or are yet to complete your current course of study.

Once you have met the requirements stipulated under "Conditions" in your offer letter, an unconditional offer will be forwarded to you.

### ▪ English Language Programs

If you do not meet the University's English Language requirements you will normally be offered an English language program at the University prior to commencement of your main program of study.





**9. Credit**

To be considered for credit or advanced standing you need to supply the program outline; subject outlines; method(s) of assessment; contact hours; duration of the program; and a full list of the text books used. All program, course and subject information should be from official educational institution publications and handouts.

Do you wish to apply for credit or advanced standing?  Yes  No

\* Please Note Credit is NOT APPLICABLE for Research Higher Degree candidates

**10. Employment history (attach a more detailed statement if applicable)**

Name of company	Country where employed	Years of service from to	Position held and brief description of responsibilities

**SECTION FOUR – OTHER INFORMATION**

**11. Country of birth**

Please Specify

**12. Country of citizenship**

Please Specify

**13. Name of Agent/Recruiter**

Please Specify

Note: If this question is left blank, then The University of Newcastle will be assigned as the recruiter.

**14. Disabilities**

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

Do you have a disability or long-term medical condition which may affect your studies?  Yes  No

If Yes, please indicate the type of disability that applies:

Hearing  Vision  Learning  Medical  Mobility  Other

Do you require Support Services?  Yes  No

If **Yes**, please indicate the type of support services you require:

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**15. Are you seeking financial aid?**

(Canadian and USA students only)

Yes  No

## SECTION FIVE – CHECKLIST

### Important checklist to ensure a quick response to your application.

Complete all sections of this application.

- Ensure you attach certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems' descriptions. Qualifications and transcripts **must** be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript. Where qualifications have been obtained under a different name, evidence of change of name must be provided (ie Marriage Certificate)
- If your academic transcripts are in a language other than English, enclose **certified English translations**.
- Enclose **certified** copies of your English language qualification or details of English proficiency.
- Enclose a photocopy of the personal details page of your passport and visa if applicable.
- Attach **certified copies** of any licence or registration you hold which is relevant to your application
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Attach a copy of your CV/resume
- Make a copy of your application for your records.

### University Privacy Policy

The University of Newcastle is committed to protecting and maintaining the privacy of personal and health information collected. For more details on our management of personal information, please visit the Privacy website at the following link: [www.newcastle.edu.au/service/privacy/](http://www.newcastle.edu.au/service/privacy/)

### 16. Declaration

I declare that the information I have supplied in this application is correct and complete. I understand that the University may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I recognise that it is my responsibility to provide all documentary evidence requested in this application. I authorise the University to obtain further information where deemed necessary. I agree to comply with the rules governing admission and enrolment of the University. I understand that I am responsible for the prompt payment of any fees related to the program to which I am applying for admission.

I understand that the University may be required to release the information supplied to Commonwealth and State agencies, pursuant to obligations under the Education Services for Overseas Students Act 2007 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and I hereby authorise the release of information contained in the Application Form to such agencies.

I understand that the University is required by law to inform the Department of Education, Science and Training of changes to my enrolment and any breach of a student visa condition relating to satisfactory academic performance.

I agree to comply with the rules, policies and by-laws of the University of Newcastle.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send your completed application form to:

**ieconline GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
[www.ieconline.de](http://www.ieconline.de)